

Chief, Building Supply Office  
THRU : Chief, Supply Division  
Chief, Stock Management Branch

26 APR 1960

Agency Multi-Purpose Envelopes; Stockage and Issue of

1. It is requested that subject envelopes, Stock Numbers 7530-HOO-3830 and 7530-HOO-3831 be made available and issued to personnel for use at Headquarters only.

2. Multi-purpose envelope, Stock Number 7530-HOO-3830 (size 12" x 10") is considered an adequate substitute for 7530-247-6069 (size 12" x 9½"), 7530-247-6051 (size 9½" x 6½") and 7530-286-6936 (size 11½" x 8½"), and Stock Number 7530-HOO-3831 (size 16" x 10") is considered an adequate substitute for 7530-242-1218 (size 15" x 10") 7530-286-6963 (size 16" x 12") and 7530-244-7463 (size 18" x 14½"), for use at Headquarters, and has been and is being so publicized by the Management Staff.

3. Accordingly, requests for these sizes of envelopes will be filled with the appropriate multi-purpose envelope. Plain envelopes will be issued ONLY when requested specifically for overseas use.

4. Persons refusing or declining to use the multi-purpose envelope should be referred to [ ] of the Management Staff (ext- [ ]) who will handle the complaints. Efforts are being made to educate and orient personnel in the use of the multi-purpose envelopes, therefore, a sufficient quantity should be on hand to meet the demand.

5. [ ] will investigate special requirements as those evidenced by the return of 30,000 multi-purpose envelopes by Printing Services Division in December. Any other unusual demands should be referred to [ ] for investigation.

*Why-?*  
*Why didn't we know in Dec?*  
*[Signature]*

SECRET

SUBJECT: Agency Multi-Purpose Envelopes; Stockage and Issue of

6. Stock levels on PLAIN envelopes will be maintained to meet overseas requirements ONLY making it essential that the multi-purpose envelopes be issued and used at Headquarters.



Distribution:

- Orig & 1 - Addressee
- 1 - OL/SD
- 1 - MS
- 1 - OL/SD/DSCB
- 1 - OL/SD/SMB official

OL/SD/SMB  llo/  (22 April 1960)

25X1  
STAT

25X1

SECRET